

REPORTING REQUIREMENTS

NOTE: The regulations are identified by bold and italics.

The section number located at the top right corner of the first page of each regulation refers to the California Code of Regulations, Title 22, Division 7, Chapter 10, Article 8.

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**CONTACT PERSON, USER ACCOUNT ADMINISTRATOR,
DESIGNATED AGENT, AND FACILITY IDENTIFICATION NUMBER**

Section 97210

(a) Each reporting facility shall designate a primary contact person and shall notify the Office's Patient Data Program in writing, by electronic mail, or through the Medical Information Reporting for California (MIRCal) system of the designated person's name, title, telephone number(s), mailing address, and electronic mail address. The designated person will be sent time-sensitive electronic mail regarding the facility's data submission, including reminder notices, acceptance and rejection notifications, and extension information.

DISCUSSION

Some responsibilities of the primary contact person designated by the facility are to:

- respond appropriately to law, regulations, and notices from OSHPD. The facility must meet each deadline or incur a civil penalty of \$100 for every day the data are late. The facility may request an extension for the deadline.
- respond appropriately to OSHPD's questions about errors in the data, by coordinating a new submission or correction of the data.
- assist the facility in meeting its reporting obligations by directing OSHPD's requests for corrections to the appropriate personnel within the facility and coordinating the facility's response to OSHPD.

The person who is designated as the facility's primary contact person for Emergency Department or Ambulatory Surgery data acts as a liaison to the facility regarding updates and to OSHPD for all future correspondence regarding patient data reporting requirements.

(b) Each reporting facility shall notify the Office's Patient Data Program in writing, by electronic mail, or through the MIRCal system within 15 days after any change in the person designated as the primary contact person, or in the designated primary person's name, title, telephone number(s), mailing address, or electronic mail address.

DISCUSSION

A change in the designated primary contact person refers to a person who handles all correspondence with OSHPD on behalf of the facility.

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(c) Each reporting facility beginning or resuming operations, whether in a newly constructed facility or in an existing facility, shall notify the Office's Patient Data Program in writing, by electronic mail or through the MIRCal system within 30 days after its first day of operation of the designated primary contact person and the facility administrator.

DISCUSSION

See Subsection (a) of Section 97210 for discussion of the primary contact person.

After OSHPD receives notification, the facility will be notified of its unique Facility Identification Number, as assigned by OSHPD, to be used on each data record.

(d) Each reporting facility shall designate up to three User Account Administrators pursuant to Subsection (f) of Section 97246. Each reporting facility shall notify the Office's Patient Data Program in writing, by electronic mail or through the MIRCal system within 15 days after any change in a designated user account administrator's name, title, telephone number(s), mailing address, or electronic mail address.

DISCUSSION

It is the reporting facility's responsibility to update and maintain each User Account Administrator (UAA) profile within 15 days of any changes.

User Account Administrators who are no longer with the facility or no longer responsible for OSHPD data should be inactivated and the UAA role deselected immediately.

The Facility User Account Administrator Agreement form (UAA form) can be found in Appendix F of this manual. The submitted form must include original signatures and the administrator name must match the current name OSHPD has on file.

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(e) Each reporting facility may submit its own data report to the Office's Patient Data Program, or it may designate an agent for this purpose. The reporting facility shall be responsible for ensuring compliance with regulations and reporting requirements when an agent is designated pursuant to Subsection (b) of Section 97246.

DISCUSSION

Any change in designated agent that sends data to OSHPD needs to be conveyed to the Patient Data Program. Agent designation remains in effect until OSHPD receives notification to make a change or remove the designation.

When adding or changing a Designated Agent, please use the Agent Designation form found in Appendix F. If a facility no longer wishes to use its Designated Agent, it may notify OSHPD in writing.

It is the reporting facility that is ultimately responsible for ensuring that its data is submitted and corrected by the designated due date.

(f) Each reporting facility shall be provided a facility identification number that shall be used to submit data to the Office.

DISCUSSION

Each reporting facility will be notified by OSHPD of its unique facility identification number to be used on each data record.

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REPORTING PERIODS AND DUE DATES

Section 97211

(a) The prescribed reporting periods are:

- (1)*** This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.
- (2) Calendar quarterly for Emergency Care Data reports, which means there are four reporting periods each year, consisting of encounters occurring January 1 through March 31, encounters occurring April 1 through June 30, encounters occurring July 1 through September 30, and encounters occurring October 1 through December 31.***
- (3) Calendar quarterly for Ambulatory Surgery Data reports, from a hospital or from a freestanding ambulatory surgery clinic, which means there are four reporting periods each year, consisting of encounters occurring January 1 through March 31, encounters occurring April 1 through June 30, encounters occurring July 1 through September 30, and encounters occurring October 1 through December 31.***

DISCUSSION

REPORTING PERIODS
January 1 through March 31
April 1 through June 30
July 1 through September 30
October 1 through December 31

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(b) Where there has been a change in the licensee, the effective date of the change shall constitute the start of the reporting period for the new licensee. The end of the first reporting period for the new licensee shall be the end of the prescribed reporting period. The final day of the reporting period for the previous licensee shall be the last day their licensure was effective.

DISCUSSION

Example: If a facility's licensee changes effective May 1, the first report for the new licensee will cover the period from May 1 through June 30 and will be due on August 14. The final report for the previous licensee will cover the period April 1 through April 30, and will be due August 14.

PREVIOUS LICENSEE		NEW LICENSEE	
REPORTING PERIOD	DUE DATE	REPORTING PERIOD	DUE DATE
April 1 through April 30	August 14	May 1 through June 30	August 14

(c) Report due dates:

(1) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(2) For Emergency Care Data reports, for encounters occurring on or after October 1, 2004, and all subsequent report periods, the report due date shall be 45 days after the end of each reporting period; thus the due date for the January 1 through March 31 reports is May 15 of the same year, the due date for the April 1 through June 30 reports is August 14 of the same year, the due date for the July 1 through September 30 reports is November 14 of the same year, and the due date for the October 1 through December 31 reports is February 14 of the following year.

(3) For Ambulatory Surgery Data reports, for encounters occurring on or after October 1, 2004, and all subsequent report periods, the report due date shall be 45 days after the end of each reporting period; thus the due date for the January 1 through March 31 reports is May 15 of the same year, the due date for the April 1 through June 30 reports is August 14 of the same year, the due date for the July 1 through September 30 reports is November 14 of the same year, and the due date for the October 1 through December 31 reports is February 14 of the following year.

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DISCUSSION

REPORTING PERIOD	DUE DATE
January 1 through March 31	May 15 of the same year
April 1 through June 30	August 14 of the same year
July 1 through September 30	November 14 of the same year
October 1 through December 31	February 14 of the following year

If the due date falls on a Saturday, Sunday, or State of California holiday, facilities may submit data the next State of California business day without penalty. If not submitted by this time, penalty will accrue from the due date to the date submitted.

Example: If data are due on Saturday and your facility submits your data or an extension request on Monday, no penalties will apply. If you submit on Tuesday, penalties will be assessed based upon the due date. A penalty would be assessed for Sunday, Monday, and Tuesday.

(d) Data reports shall be filed, as defined by Subsection j of Section 97005, by the date the data report is due. Where a reporting facility has been granted an extension, pursuant to Section 97241, the ending date of the extension shall constitute the new due date for that data report.

DISCUSSION

Subsection (j) of Section 97005 reads:

(j) Disclosure reports, extension requests, appeal petitions, and other items are deemed to have been “filed” or “submitted” with the Office:

(1) as of the date they are postmarked by the United States Postal Service if properly addressed and postage prepaid;

(2) as of the date they are dated by a commercial carrier if properly addressed and delivery fee prepaid;

(3) when received by the Office via FAX machine or other electronic device;

(4) when received by the Office via hand delivery; or

(5) when otherwise received by the Office.

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DEFINITIONS, AS USED IN THIS ARTICLE

Section 97212

(a) Ambulatory Surgery (AS) Data Record. The Ambulatory Surgery Data Record consists of the set of data elements related to an encounter, as specified in Subsection (a) of Section 128737 of the Health and Safety Code and as defined in Sections 97251-97265.

DISCUSSION

Each AS encounter should have at least one ambulatory surgery procedure as specified in Subsection (a)(3) of Section 97213.

Ambulatory surgery procedures as defined in Subsection (a) of Section 128700 of the Health and Safety Code are those procedures performed on an outpatient basis in the general operating rooms, ambulatory surgery rooms, endoscopy units or cardiac catheterization laboratories of a hospital or freestanding ambulatory surgery clinic.

(b) CPT-4. The Current Procedural Terminology, 4th Edition, is published and maintained by the American Medical Association. It is a standard medical code set for healthcare services or procedures in non-inpatient settings.

(c) Days. Days, as used in this article, are defined as calendar days unless otherwise specified.

(d) Designated Agent. An entity designated by a reporting facility to submit that reporting facility's data records to the Office's Patient Data Program.

(e) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(f) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(g) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(h) Emergency Care Data Record. The Emergency Care Data Record consists of the set of data elements related to an encounter, as specified in Subsection (a) of Section 128736 of the Health and Safety Code and as defined in Sections 97251-97265

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(i) Emergency Department (ED). Emergency Department means, in a hospital licensed to provide emergency medical services, the location in which those services are provided, as specified in Subsection (c) of Section 128700 of the Health and Safety Code. For the purposes of this chapter, this includes emergency departments providing standby, basic, or comprehensive services.

(j) Encounter. An encounter is a face-to-face contact between an outpatient and a provider.

DISCUSSION

See discussion in Subsection (t) of this Section for the definition of a provider.

(k) Error. Error means any record found to have an invalid entry or to contain incomplete data or to contain illogical data.

(l) Facility Identification Number. A unique six-digit number that is assigned to each facility and shall be used to identify the facility.

(m) Freestanding Ambulatory Surgery Clinic. Freestanding ambulatory surgery clinic means a surgical clinic that is licensed by the state under paragraph (1) of subdivision (b) of Section 1204 of the Health and Safety Code. This type of facility is commonly known as a freestanding ambulatory surgery center.

DISCUSSION

A freestanding licensed surgery clinic is not part of a hospital and it provides ambulatory surgical care for patients who remain less than twenty-four hours.

(n) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(o) ICD-9-CM. The International Classification of Diseases, 9th Revision, Clinical Modification, published by the U.S. Department of Health and Human Services. Coding guidelines and annual revisions to ICD-9-CM are made nationally by the “cooperating parties” (the American Hospital Association, the Centers for Medicare and Medicaid Services, the National Center for Health Statistics, and the American Health Information Management Association).

(p) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

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(q) Licensee. *Licensee means an entity that has been issued a license to operate a facility, as defined by Subsection (e) or (g) of Section 128700 of the Health and Safety Code.*

(r) MIRCal. *MIRCal means the OSHPD Medical Information Reporting for California system that is the online transmission system through which reports are submitted using an Internet web browser either by file transfer or data entry. It is a secure means of electronic transmission of data in an automated environment and allows facilities to edit and correct data held in a storage database until reports meet or exceed the Approval Criteria specified in Section 97247.*

(s) Outpatient. *An Outpatient means:*

- 1. a person who has been registered or accepted for care but not formally admitted as an inpatient and who does not remain over 24 hours, as specified in Subsection (a)(2) of Section 70053 of Title 22 of the California Code of Regulations, or*
- 2. a patient at a freestanding ambulatory surgery clinic who has been registered and accepted for care.*

(t) Provider. *A provider is the person who has primary responsibility for assessing and treating the condition of the patient at a given contact and exercises independent judgment in the care of the patient. This would include a practitioner licensed as a Medical Doctor (M.D.), a Doctor of Osteopathy (D.O.), a Doctor of Dental Surgery (D.D.S.), or a Doctor of Podiatric Medicine (D.P.M.).*

(u) Record. *A record is defined as the set of data elements specified in Subsection (g) of Section 128735, Subsection (a) of Section 128736, or Subsection (a) of Section 128737 of the Health and Safety Code, for one discharge or for one encounter.*

(v) Report. *A report is defined as the collection of all Hospital Discharge Abstract Data Records, or all Emergency Care Data Records, or all Ambulatory Surgery Data Records required to be submitted by a reporting facility for one reporting period. A report contains only one type of record.*

(w) Reporting Facility. *Reporting facility means a hospital or a freestanding ambulatory surgery clinic required to submit data records, as specified in Subsection (g) of Section 128735, or Subsection (a) of Section 128736, or Subsection (a) of Section 128737 of the Health and Safety Code.*

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(x) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(y) *User Account Administrator.* A healthcare facility representative responsible for maintaining the facility's MIRCAl user accounts and user account contact information.

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REQUIRED REPORTING

Section 97213

(a) *The required Data Records are:*

(1) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(2) *Emergency Care Data: Each hospital shall submit an emergency care data record, as specified in Subsection (a) of Section 128736 of the Health and Safety Code, for each encounter during the quarterly reporting period, according to the format specified in Subsection (b) of Section 97215 and by the dates specified in Subsection(c)(2) of Section 97211. A hospital shall not report an Emergency Care Data Record if the encounter resulted in a same-hospital admission.*

DISCUSSION

Scenario 1 - A patient is admitted to your facility as an inpatient from your Emergency Care. The Emergency Care record would be combined with the inpatient record. A separate ED record would not be reported to OSHPD.

Scenario 2 - An Emergency Care patient is sent home but returns to the hospital the next day and is admitted as an inpatient for a related condition. The hospital would report both an Emergency Care record and an inpatient record. The Emergency Care encounter would not be combined with the inpatient record.

(3) *Ambulatory Surgery Data: Each hospital and freestanding ambulatory surgery clinic shall submit an ambulatory surgery data record, as specified in Subsection (a) of Section 128737 of the Health and Safety Code, for each encounter during which at least one ambulatory surgery procedure is performed, during the quarterly reporting period, according to the format specified in Subsection (c) of Section 97215 and by the dates specified in Subsection(c)(3) of Section 97211. An ambulatory surgery procedure is defined by Subsection (a) of Section 128700 of the Health and Safety Code as those procedures performed on an outpatient basis in the general operating rooms, ambulatory surgery rooms, endoscopy units, or cardiac catheterization laboratories of a hospital or a freestanding ambulatory surgery clinic. A hospital shall not report an Ambulatory Surgery Data Record if the encounter resulted in a same-hospital admission.*

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DISCUSSION

Scenario 1 - A patient is admitted to your facility as an inpatient from your Ambulatory Surgery. The Ambulatory Surgery record would be combined with the inpatient record. A separate AS record would not be reported to OSHPD.

Scenario 2 - An Ambulatory Surgery patient is sent home but returns to the hospital the next day and is admitted as an inpatient for a related condition. The hospital would report both an Ambulatory Surgery record and an inpatient record. The Ambulatory Surgery encounter would not be combined with the inpatient record.

(b) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(c) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(d) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(e) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(f) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(g) *Licensees operating and maintaining more than one physical plant on separate premises under a single consolidated license who choose to file separate data reports for each location must request, in writing, a modification to file separate data reports for each location. A licensee granted a modification under this paragraph shall be responsible for all regulatory requirements for each separate report. Separate extension requests, filed under the provisions of Section 97241, shall be required for each report, and penalties, assessed pursuant to Section 97250, shall be assessed on each delinquent report.*

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DISCUSSION

Separate Reporting

A consolidated facility may elect to submit separate data reports for multiple sites using the existing separate Facility Identification Numbers. Prior to submitting separate data reports, a consolidated facility must request a modification.

Combined Reporting

If consolidated facilities are submitting together on one report, all data records must have the same Facility Identification Number.

Please see Section V of this manual for information on modifications and extension requests.

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FORMAT

Section 97215

(a) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

(b) Emergency Care Data reports for encounters occurring on or after January 1, 2005, shall comply with the Office's Format and File Specifications for MIRCal Online Transmission Emergency Care and Ambulatory Surgery Data, dated April 2004, and hereby incorporated by reference.

(c) Ambulatory Surgery Data reports for encounters occurring on or after January 1, 2005, shall comply with the Office's Format and File Specifications for MIRCal Online Transmission Emergency Care and Ambulatory Surgery Data, dated April 2004.

(d) The Office's Format and File Specifications for MIRCal Online Transmission as named in (a), (b), and (c) are available for download from the MIRCal website. The Office will make a hardcopy of either set of Format and File Specifications for MIRCal Online Transmission available to a reporting facility or designated agent upon request.

DISCUSSION

Format and File Specifications for MIRCal Online Transmission: See Appendix C. It is available for download from OSHPD's MIRCal website.

For online web entry see the Emergency Care Data Record Manual Abstract Reporting Form (OSHPD 1370.ED) and the Ambulatory Surgery Data Record Manual Abstract Reporting Form (1370.AS) in Appendix F. These are available for download from OSHPD's MIRCal website.

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METHOD OF SUBMISSION

Section 97244

(a) Reporting facilities shall use the MIRCal system for submitting reports. Data shall be reported utilizing a Microsoft Internet Explorer web browser that supports a secure Internet connection utilizing the Secure Hypertext Transfer Protocol (HTTPS or https) and 128-bit cypher strength Secure Socket Layer (SSL) through either:

- (1) Online transmission of data reports as electronic data files, or***
- (2) Online entry of individual records.***

DISCUSSION

There are two options when submitting data:

Option (1) allows facilities to submit data reported as electronic data files by attaching a text (.txt) file. Other file formats are not accepted. If the data file is over 3MB in size, it must be compressed or “zipped” prior to submitting.

Option (2) allows facilities to enter individual records directly onto MIRCal by using the online Record Entry Form. This option is not recommended for facilities that have a large number of records.

As a tool for online record entry, see the Manual Abstract Reporting Forms, (OSHDP 1370.ED and 1370.AS) in Appendix F. These is also available for download from OSHPD's MIRCal website.

There is no limit to the number of submissions (Test or Formal) by a facility.

Important: Subsequent file submissions will overwrite previously submitted data regardless of how the original data was submitted.

(b) This subsection applies to hospital inpatient data only and is not applicable to ED or AS. See Appendix B for complete text of regulations.

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(c) For Emergency Care Data reports: If an approved exemption is on file with the Office, pursuant to Health and Safety Code Section 128755, a hospital may report encounters on or after October 1, 2004, by diskette, compact disk or Emergency Care Data Record Manual Abstract Reporting Form (OSHDP 1370.ED), provided the hospital complies with the Office's Format and File Specifications for MIRCAl Online Transmission Emergency Department and Ambulatory Surgery, dated January 2006. The version of the Manual Abstract Reporting Form (OSHDP 1370.ED) to be used is dated 01/01/2006. Copies of Form 1370.ED shall be made by the hospital to submit its encounter data and each additional copy shall be made on three sheets (Page 1 of 3), (Page 2 of 3), and (Page 3 of 3).

DISCUSSION

If a modification to reporting requirements has been granted, the alternative means for reporting an Emergency Care Data report are diskette, compact disk, or Emergency Care Data Record Manual Abstract Reporting Form. See Appendix F for form OSHDP 1370.ED.

(d) For Ambulatory Surgery Data reports: If an approved exemption is on file with the Office, pursuant to Health and Safety Code Section 128755, a hospital or freestanding ambulatory surgery clinic may report encounters on or after October 1, 2004, by diskette, compact disk or Ambulatory Surgery Data Record Manual Abstract Reporting Form (OSHDP 1370.AS), provided the reporting facility complies with the Office's Format and File Specifications for MIRCAl Online Transmission Emergency Department and Ambulatory Surgery, dated January 2006. The version of the Manual Abstract Reporting Form (OSHDP 1370.AS) to be used is dated 01/01/2006. Copies of Form 1370.AS shall be made by the hospital or freestanding ambulatory surgery clinic to submit its encounter data and each additional copy shall be made on three sheets (Page 1 of 3), (Page 2 of 3), and (Page 3 of 3).

DISCUSSION

If a modification to reporting requirements has been granted, the alternative means for reporting an Ambulatory Surgery Data report are diskette, compact disk, or Ambulatory Surgery Data Record Manual Abstract Reporting Form. See Appendix F for form OSHDP 1370.AS.

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ONLINE TEST OPTION

Section 97245

Reports may be tested before formal submission to the Office using the online test option. Online testing of reports through the MIRCal online test option before formal transmission is the recommended means of ensuring compliant data that meets the standards established by the Office before the due date. Reports tested through the online test option will be subject to the same processing and will generate the same reports as data that is formally submitted. Reports may be tested through the test option as many times as needed to assure that the reports meet the standards established by the Office in Section 97247.

DISCUSSION

A facility can test its data through MIRCal's test feature. Once a report period has opened, data can be submitted using the test submission process. This test function processes data through the edit programs and generates summary and detail reports. Corrections and resubmissions through the test function may be made without the use of extension days until the established due date. If your data has not been formally approved by the due date, an extension request must be submitted to avoid penalties.

The test submission function is only a tool for correcting data and will not be considered as an official (formal) receipt of data by OSHPD. A test submission does not prevent penalty accrual.

When the data is below the established Error Tolerance Level, as described in Section 97248, the submission status screen will inform you that the data is "Below the ETL - Submit as Formal by Due Date Error Reports are Ready". You may choose to submit as formal or correct any remaining edit flags.

Important: A subsequent file submissions will overwrite the previous file submitted. To ensure data corrections are not lost, corrections should be made in the facility's in-house system before submitting a new file.

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DATA TRANSMITTAL REQUIREMENTS

Section 97246

(a) Reporting facilities submitting their own data online must use the MIRCAl Online Data Transmittal by Facility method to file or submit each report. The following information must be included: the facility name, the unique identification number specified in Section 97210, the beginning and ending dates of the report period, the number of records in the report and the following statement of certification:

I certify under penalty of perjury that I am an official of this facility and am duly authorized to submit these data; and that, to the extent of my knowledge and information, the accompanying records are true and correct, and that the applicable definitions of the data elements as set forth in Article 8 (Patient Data Reporting Requirements) of Chapter 10 (Health Facility Data) of Division 7 of Title 22 of the California Code of Regulations, have been followed by this facility.

(b) Reporting facilities that choose to designate an agent to submit their records must submit a hardcopy Agent Designation Form (OSHDPD 1370.3, Revised: 06/09/2005), hereby incorporated by reference, to the Office's Patient Data Program. Receipt of a subsequent hardcopy Agent Designation Form supercedes the previous designation. Each reporting facility shall notify the Office's Patient Data Program within 15 days after any change in designated agent.

DISCUSSION

Please see Appendix F to view the Agent Designation Form.

(c) An agent who has been designated by a reporting facility to submit that facility's data online must use the MIRCAl Online Data Transmittal by Agent method to file or submit reports. The following information must be included: the facility name, the facility identification number specified in Section 97210, the beginning and ending dates of the report period, and the number of records in the report.

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(d) Reporting facilities with an approved exemption to submit records using either the Hospital Discharge Abstract Data Record Manual Abstract Reporting Forms (OSHPD 1370.IP, revised 03/17/2004), or Emergency Care Data Record Manual Abstract Reporting Form (OSHPD 1370.ED, dated 01/01/2006), or Ambulatory Surgery Data Record Manual Abstract Reporting Forms (OSHPD 1370.AS, dated 01/01/2006), diskette, or compact disk, must submit a hardcopy Individual Facility Transmittal Form (OSHPD 1370.1, Revised: 06/09/2005), hereby incorporated by reference. The Individual Facility Transmittal Form shall accompany the report.

DISCUSSION

Please see Appendix F to view the Manual Abstract Reporting Forms and the Individual Facility Transmittal Form.

(e) Agents who have been designated by a reporting facility to submit a facility's report in accordance with an approved exemption as described in (d) above must submit a hardcopy Designated Agent Transmittal Form (OSHPD 1370.2, Revised: 06/09/2005), hereby incorporated by reference. The Designated Agent Transmittal Form shall accompany the facility's report.

DISCUSSION

Facilities have the option of designating an agent to submit data on their behalf. Access to the MIRCal system is tightly controlled. Therefore reporting facilities must advise OSHPD of their use of a Designated Agent prior to data being submitted for each report period. Each reporting facility can have one Designated Agent.

Designated Agents will only have access to submit data and re-submit data. Designated Agents can correct errors on the file in your in-house system, but will not have access to make corrections through MIRCal. (Only the reporting facility will be allowed to correct the data.)

Please see Appendix F to view the Agent's Transmittal Form.

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(f) A facility's administrator may designate no more than 3 User Account Administrators. For each User Account Administrator there must be an original signed User Account Administrator Agreement Form (OSHPD 2002.1, Revised: 01/05/2006) and hereby incorporated by reference, submitted to the Office.

DISCUSSION

User Account Administrators (**UAAs**) are the facility staff responsible for maintaining their facility's MIRCAl user accounts and contact information. UAAs have access to: add users (10 users per facility), delete (inactivate) users, unlock user accounts, reset passwords, change role assignments, and update contact information.

OSHPD strongly recommends the assignment of more than one UAA in order to provide adequate coverage when one of the UAAs is not available or leaves the facility.

Facility Users will have access to: Access Detail Reports, Access Summary Reports, Correct Data Reports, and Submit Data Reports. The facility's UAA or a MIRCAl analyst must do changes to other user accounts.

Please see Appendix F to view the Facility User Account Administrator Agreement Form.

(g) A signed Designated Agent User Agreement Form (OSHPD 2002.2, Revised: 01/05/2006), hereby incorporated by reference, must be submitted to the Office by an agent who has been designated to submit data online.

DISCUSSION

Please see Appendix F to view the Designated Agent User Agreement Form.

(h) Reporting facilities and designated agents may obtain copies of the forms from the OSHPD web site at www.oshpd.ca.gov or by contacting the Office's Patient Data Program at (916) 324-6147.

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FAILURE TO FILE A DATA REPORT

Section 97250

Any health facility which does not file any report completed as required by this article is liable for a civil penalty of one hundred dollars (\$100) a day to be assessed and recovered in a civil action brought in the name of the people of the State of California by the Office for each day that the filing of the report is delayed, considering all approved extensions of the due date as provided in Section 97241. Assessed penalties may be appealed pursuant to Section 97052. Within fifteen days after the date the reports are due, the Office shall notify the health facility of reports not yet received, the amount of the liability, and potential future liability for failure to file reports when due. Sixty days after an original report period due date as specified in Section 97211 (c), the MIRCal system will close for that report period. No report for the period will be accepted after the MIRCal system closure. No additional penalties will accrue for outstanding reports after the MIRCal system closure for a report period.

DISCUSSION

Please see Appendix B for information on penalties and appeals.